

CLASSIFIED**INTERNAL USE ONLY****CONFIDENTIAL****SECRET****ROUTING AND RECORD SHEET****SUBJECT: (Optional)**

Career Planning

FROM:PO/ORD
706 Ames**EXTENSION****NO.****DATE**

22 November 1968

TO: (Officer designation, room number, and building)**DATE****RECEIVED****FORWARDED****OFFICER'S INITIALS****COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)**

1.

DD/ORD

11/22

[Signature]

FYI

Copy to DD/ORD, SA/D/ORD and EO/ORD

Should this item be included on the Agenda for CSP - 2 December 1968?

*No!**2. Pl. include in JOPRO's career and future. Thank you.*

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DD/S&T PERSONNEL OFFICERS MEETING
21 November 1968

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Comments on Career Planning

1. Copy of memorandum to DD/S&T from Colonel White (copy attached) was sent to all Agency office directors about 2 weeks ago.

2. What prompted this memo was the DCI's concern and the concern of other department heads in government and a recent memo signed by President Johnson to all department heads and agency heads expressing concern about the new generation of employees in government and what the government is doing to keep these young people in the government. DCI has been concerned about this. Last April he had a study made on manpower utilization in the Agency.

3. The Directorates were requested in July by Colonel White to advise the DCI what we were doing on Career Management and how the Career Management system worked in the Directorate. DD/S&T prepared a paper which addressed itself to DD/S&T Career Development course pointing out that 8 to 10 people were involved in this each year and what DD/S&T hoped to do in terms of Career Management. We also provided a list of "comers" in DD/S&T. This paper was sent to Colonel White. The attached memo was his answer and particular attention should be paid to the last paragraph where he states:

"I am sure I need not repeat that his (DCI) interest in the results will be very keen indeed. I have no additional suggestions to offer for your program but do re-emphasize my strong feeling

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GROUP 1
Excluded from automatic
downgrading and
declassification

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SUBJECT: Comments - [] on Career Planning

that we can and should do better in individual career planning and management for our professionals and particularly for our younger professionals."

The letter was distributed and read at a recent Career Board Meeting.

4. The entire DD/S&T "comers" list was discussed by the DD/S&T Career Board. I want you to know what happened. It was made very clear that the Career Board would serve a function of purely monitoring and seeing what is being done on the "comers" list as prepared by the DD/S&T components and their Career Service Panels as far as education, training, progression, rotation, etc. on the "comer." The first list of "comers" was duplicated and distributed to Directorate offices. There were some unkind remarks since the list had not been edited and it was evident that some office directors had not studied their list very thoroughly and did not realize until later that the list was not complete or in error. It was decided at the last DD/S&T Career Board Meeting that:

- a. Career Board would review the list of "comers" the last Thursday in January (30 January 1969).
- b. By January, each office should have prepared a plan showing vacancies or vacancies anticipated or reduction of personnel within their office.
- c. Career Board will then match the "comers" list against those within their own office or outside the office.

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SUBJECT: Comments - on Career Planning

d. Review the vacancies and "comers" list we have and come up with some system of getting the young people in the right kind of assignments, keeping in mind Colonel White's remark in the memo #68-3487/4: ".....we can and should do better in individual career planning and management for our professionals and particularly for our younger professionals."

5. There should be real planning on individuals on the list as well as those employees attending DD/S&T Career Course. If for conscientious reasons you have reviewed a man on "comers list" and can be certain that it would not make any sense to rotate him and your office is where he belongs and wants to be, etc. you should state this on your plan that this employee is going to stay where he is. Don't overlook what the employee might want.

6. Dr. Lauderdale has expressed interest in establishing another board which would operate on a continuing basis interviewing employees at certain levels or grades to see whether the employee is satisfied with what they are doing. Some offices think this is an infringement on their rights. Whether or not this board is established or whether, if established, it does what we expect it to do is not important: personnel is.

7. Everyone is concerned about career programming for young people. We want to stress the importance of this "comers list" and that it should be taken seriously. This is first step in identifying people.

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7. (Continued)

It is no longer enough to come up with a list and somehow hope the employee will get where he wants to go. The Director has been antagonistic to the five year plan - we may have to revert to it. You don't have to submit a lengthy, detailed plan but we need information on what kind of experience the employee has, what kind of training he has taken, the types of jobs he will do best in, how he can be programmed to do what he can do best, etc.

8. President Johnson has set up a committee to study the talents of young people in the government. He feels government should do more for its young people and see that they are challenged and satisfied in their work. A report will be made to Civil Service Commission shortly.

9. Above details will be discussed with office directors at next Career Service Board Meeting on Wednesday, 27 November 1968. They will be reminded that the Chairman of their Career Service Panel should be advised too.

10. On the "comers" list, it is requested that offices list under last column "Other Recognition" any distinguished academic achievements such as if employee has been a Rhodes Scholar, etc.

11. "Comers" list should be updated and it is suggested that additions, and deletions should be made monthly. DD/S&T Career Board will review the lists quarterly. It is also suggested that probably your Career Panels should review these lists monthly.

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SUBJECT: Comments - [REDACTED] on Career Planning.

12. When "comers" list is presented to DD/S&T Career Board review in January it should be done on professional employees in grades GS-09 through GS-14. There might be exceptions and consideration could be given to those below GS-9 if professional.

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1.

EO/ORD

11/26/68

JES

FYI

Thanks: [] has a copy too. It is too controversial to distribute at this time. Probably come under discussion at some later time in the C S P.

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